



Memo

Date: December 18, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Gabriel Catholic Church in Fayetteville, Georgia is seeking a part time (20 hours per week) **Maintenance Worker**. Responsibilities include repair, maintenance and improvement of all operations of facilities on the church grounds and rectory. The successful candidate will have a working knowledge of electrical and plumbing systems, as well as handyman skills. Salary commensurate with experience. Please send cover letter and resume to Fr. Richard Vu at father.richard@stgabrielga.com. **No phone calls please.**

St. Gabriel Catholic Church in Fayetteville, Georgia is seeking a part time (20 hours per week) **High School Youth Minister**. This position reports to the Director of Religious Education, is responsible for coordinating and overseeing all aspects of Life Teen and Confirmation programs (volunteers, Life Teen nights, retreats, service projects, etc.). Must be available to work Sunday afternoons and evenings during the academic year; have a passion for working with high school children; and be a practicing Catholic in full communion with the Church. Two years of experience and basic catechetical certification are preferred. Please send cover letter and resume to Fr. Richard Vu at father.richard@stgabrielga.com. **No phone calls please.**

The Archdiocese of Atlanta has an immediate opening for a full time **Director of the Office of Formation and Discipleship (OFD)**. The Director has responsibility for developing, overseeing and supporting evangelization, faith formation and discipleship efforts in the Archdiocese of Atlanta. OFD is dedicated to equipping pastors and their leaders with support, training and resources to fulfill the pastoral mission of evangelizing and catechizing their faithful, ever conscious of the unique and diverse needs of each parish. OFD provides consultant support, formation and training for parish leaders in the following areas: evangelization, sacramental preparation, marriage & family, religious education, youth, young adults, campus ministry, seniors, pastoral care and professional development. Responsibilities include: supervise and direct OFD staff; consult with pastors and parish leaders; develop and implement archdiocesan vision of evangelization and catechesis, including guidelines for sacramental preparation, religious education and catechist certification; and coordinate all Chancery functions/activities that support the

dimensions of evangelization and discipleship. Requirements include: practicing Catholic in full communion with the Church; master's degree in theology, pastoral ministry, religious education or equivalent; at least ten years of experience at a parish, diocese or similar experience; knowledge of principles and dimensions of evangelization and discipleship; successful communication abilities with an emphasis on speaking and presenting; strong administrative skills with large-scale systems; and computer literate with strong skills in Microsoft Word, Excel and email systems. Please forward resume along with a cover letter (including salary requirements) to Chuck Thibaudeau, Director of Human Resources, at cthibaudeau@archatl.com. **No phone calls please.**

St. Andrew Catholic Church in Roswell, GA is seeking a part time **Director of Discipleship**. This position works 15-20 hours per week including evenings and weekends as needed, reports directly to the Pastor and is initially responsible for coordinating and overseeing all aspects of our Alpha Program (including scheduling, volunteers, communication, retreats, etc.). Qualified candidates will have a bachelor's degree (religious studies or equivalent is a plus); passion for evangelization; and well developed skills for coordination, planning and execution. Bilingual in English and Spanish is a plus. Please send cover letter and resume to Laurie Johnson, Business Resource Director at ljohnson@standrewcatholic.org.

Prince of Peace Catholic Church in Flowery Branch has an immediate opening for a full time **Director of Liturgy and Music**. As part of the pastoral leadership team, this position oversees music and liturgy to continually enhance the quality of our community's worship life; translates our intentional focus on discipleship into liturgical and worship offerings that ensure the call of Christ can be heard within an engaging setting with well-planned and celebrated sacraments and lively, inspiring music; collaborates with the youth ministry team to provide a youth-focused Mass on Sunday evenings, and the Hispanic Music Ministry Leader and choir to provide music for our Sunday afternoon Spanish Mass; recruits, oversees, forms and empowers volunteer leaders in all areas of liturgical and musical ministry; and directly supervises the Administrative Assistant for Liturgy and Music, Youth Worship Leader and Spanish Worship Leader. A full job description can be found at www.PopCatholicChurch.org/employment. Please submit resume, cover letter, references, video of piano playing ability and salary requirements to Rob@popcatholicchurch.org.

CARITAS for Children in Milwaukee, WI has an immediate opening for an **Executive Director of Ministry/Development**. CARITAS is a Catholic lay apostolate recognized as a private juridical person within the Archdiocese of Chicago dedicated to developing relationships globally while impacting faith locally. At its core, CARITAS for Children provides financial assistance for the health, education and general welfare of orphaned and disadvantaged children. This position is responsible for growing CARITAS for Children and operating an ever expanding resource for the new evangelization. Qualified candidates are Christ-centered, enthusiastic, effective writers and speakers, servants who disciple and teach other Christians, and possibly an experienced religious lay person or priest. If this opportunity interests you, please visit <https://caritas.us/careers> to learn more and apply.

Please make these announcements available to your employees and publish it in your parish newsletter and bulletins for the month of December 2017. Thank you.